

Video Production Coordinator - Job Description

Position Summary:

This is a ministry position that helps support V7PC's digital presence. The Video Production Coordinator is responsible for overseeing video, livestream, and production elements. They are responsible for ensuring clarity and excellence in presentation at worship services and other events. Their first priority is Sunday morning worship at Village Seven Presbyterian. Their second priority is producing creative weekly announcements and ministry highlight videos.

Department: Communications

Reports to: Communication Director

Pay Type: Hourly Salaried

Time Required: 40-45 hours

Eligible for Overtime: Yes No

If no, check type of exemption: Professional Executive Administrative Ministerial

Supervisory Position: Yes No

If yes, check type: Part-Time Employees # 3 Volunteers # 10

Works closely with: Communications Department, Tech Team, Administrative Staff, Worship Planning Team; Worship, Music, and Arts volunteers.

Duties and Responsibilities:

Livestream Production

- Responsible for weekly Worship Service Livestream Production.
- Present on Sunday morning for at least three Sundays a month to lead the team and onboard new volunteers.
- Work closely with the worship team for quality control and visual problem solving.
- Schedule and train production volunteers.
- Oversee video elements for church conferences, concerts, theater, and other special programs.
- Coordinate with the worship team, lighting team with stage design
- Create a training curriculum for new production volunteers.
- Update weekly views & statistics from Boxcast
- Ensure that a service only and sermon only version of the livestream is posted on the church website and Youtube.
- Oversee the lobby livestream of the worship service and troubleshoot any issues.
- Develop a comprehensive understanding of all of the components of the livestream system for troubleshooting, continuous improvement and recommend system improvements
- Provide Livestream support, where appropriate, for other special events (funerals, concerts, graduations...)

- Major Livestream equipment components: Black Magic Cameras, ATEM Television Studio Board, Midas M32 Mixing Console, and Apple Mac Computers.

Weekly Ministry Focus Video

- Work with the Ministry Staff to produce weekly Ministry Focus Videos for use on Sunday morning and for distribution via other channels.

Ministry Video

- Work with Ministry Leaders to identify opportunities to produce videos to highlight ministries, impact stories and major church events.
- Develop a year long video plan in collaboration with Ministry Staff
- Oversee produce of videos in accordance with the video plan
- Develop and maintain a video recording studio

Social Media

- Participate with the Communications team in the Social Media plan implementation, in particular the postings that include video.
- Ensuring that each post is completed in the appropriate format for the respective platform.

Maintenance

- Maintain a sustainable volunteer schedule for the production team.
- Maintain and update all volunteer information using Planning Center for all livestream team for Sunday Mornings
- Communicate with volunteers when necessary to update their contact information as well as the frequency with which they wish to serve.

Miscellaneous

- Attend and participate in the weekly church office staff prayer meetings.
- Attend and participate in meetings with the Communications Team.
- Work with the Communications team to help provide videos and photographs for the website and other communication channels.

Minimum requirements:

Faith

- This position must be held by an individual who is an active, practicing evangelical Christian who agrees with our Statement of Faith.
- Must be actively pursuing God through spiritual disciplines (prayer, time in Scripture, fellowship with other believers, etc.).
- Commit to the pursuit of the vision and mission of Village Seven Presbyterian Church and regularly attend Sunday morning worship services.

Education

- Bachelor's Degree or higher.

Professional experience and qualifications

- At least three years of video production experience including all elements of pre-production, production (principal photography), and post-production. Please provide a portfolio or examples of video production work.
- Experience with online live streaming high-end productions involving audio and video.
- Demonstrated proficiency in Adobe Creative Cloud (Premiere Pro, Audition, Illustrator, Photoshop) and Google Suite of products (Drive, Gmail, Docs, Forms, Sheets & Slides).
- Strong desire and interest in exploring and integrating new technologies.
- Success working in instances of minimal supervision, understanding implicit organizational and administrative needs of various situations.
- Excellent editing and proofreading ability with grammar and writing expertise.
- Prompt and effective communication skills via phone, text, email, and social media (Facebook and Instagram).
- Self-motivated and detail-oriented. Accurate, thorough and flexible.
- Excellent organizational skills.
- Strong interpersonal skills.
- Strong ability to delegate, coordinate, train and implement volunteers to help fulfill production roles.
- Responds to the suggestions or feedback from others in a respectful, effective and appropriate fashion.
- Demonstrated problem-solving skills that result in a harmonious completion of responsibilities and encourage cooperation, supporting the communication staff as well as the entire staff. A “can-do,” “we can make this happen,” joyful individual that is a team-player.
- Ability to manage multiple tasks, not easily overwhelmed or frustrated, staying calm and focused in high-pressure situations.
- Strong storytelling skills.
- Takes initiative to chase stories, leads, or event information.

Pay and Benefits: The salary rate range for this full-time position (minimum 40 hours per week) is \$50,000 to \$55,000. Benefits include health insurance (employer pays 80% of premiums), TSA match, Vacation time (10 days), Holidays (10 days), and Sick leave (up to 12 days).

Evaluation: This position is evaluated annually by the Communications Director. A written report is prepared of this evaluation and signed by the Communications Director and the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

Physical, Mental, and Emotional Requirements of this Position Include:

WORKING ENVIRONMENT:	SELD OM	OCCASI ONAL	FREQ UENT
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
GASES/FUMES/DUST	X		
HEIGHTS	X		
NOISE		X	
CLIMBING (Stairs/Ladders)			X
DRIVING		X	
CRAWLING OR KNEELING	X		
BENDING			X
WALKING/Uneven Surfaces			X
WORKING ALONE		X	
WORK WITH OTHERS			X
CHEMICALS /	X		

Sensory Capabilities	SELD OM	OCCASI ONAL	FREQUEN T
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDIN.			X
TRAVEL:	X		
Local		X	
National	X		
International	X		
REPETITIVE MOVEMENTS:			
(please list) Use of computer and mouse.			X

SOLVENTS			
MOVING HEAVY ITEMS:	SELD OM	OCCASI ONAL	FREQ UENT
REACHING FORWARD	over 20 lbs	10 – 20 lbs	under 10 lbs
PUSHING/PUSHING	over 20 lbs	10 – 20 lbs	under 10 lbs
CARRYING	over 20 lbs	10 – 20 lbs	under 10 lbs
Mental Demands			
REGULARLY PRESENT AT WORKPLACE			X
SPEAKING TO LARGE GROUPS		X	
INTERPRETING OR ANALYZING DATA		X	
MAKING QUICK DECISIONS			X

OPERATING MACHINERY:			
COMPUTER			X
COPIER/P RINTER		X	
TELEPHONE			X
EMOTIONAL DEMANDS			
CALM IN STRESSFUL SITUATIONS			X
SUPPORTIVE TO THOSE IN CRISIS		X	
FREQUENT INTERRUPTIONS			X
MULTIPLE DEMANDS OR PRIORITIES			X

Employee’s Affirmation:

I have read this job description and understand its requirements. I affirm that I have the physical, mental, and emotional ability to perform the Duties and Responsibilities of the position and that I have informed the supervisor of any accommodations I need to do so. In addition, I affirm that I understand my role in the ministry of Village Seven Presbyterian Church, that I fully support that ministry, and that I will behave in a way that is consistent with the policies and guidelines of the church.

Employee’s Printed Name: _____

Employee's Signature: _____

Date: _____

This document was last reviewed on March 26, 2024.